

## Facilities Management Division

### DESCRIPTION OF MAJOR SERVICES

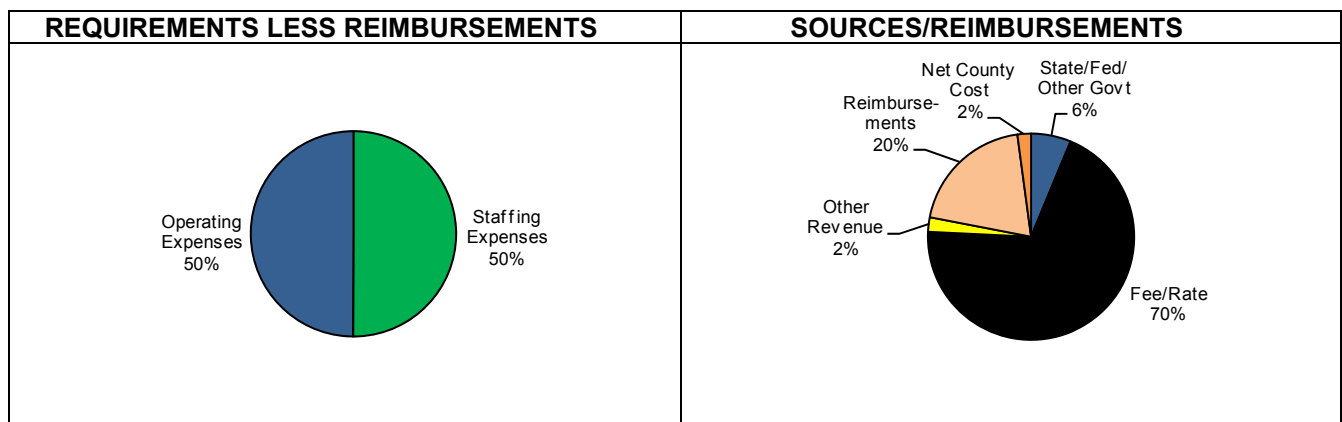
The Facilities Management Division (FMD) provides routine maintenance, grounds and custodial services to ensure County facilities are well maintained, including 24 hours per day – 7 days per week emergency building maintenance. Services also include repairing building structures, equipment, and fixtures.

FMD's focus is on asset protection. Using data and support systems, it maintains the County's valuable facilities and equipment, preserves a high level of functionality, supports sustainability projects, and promotes responsible and efficient use of resources.

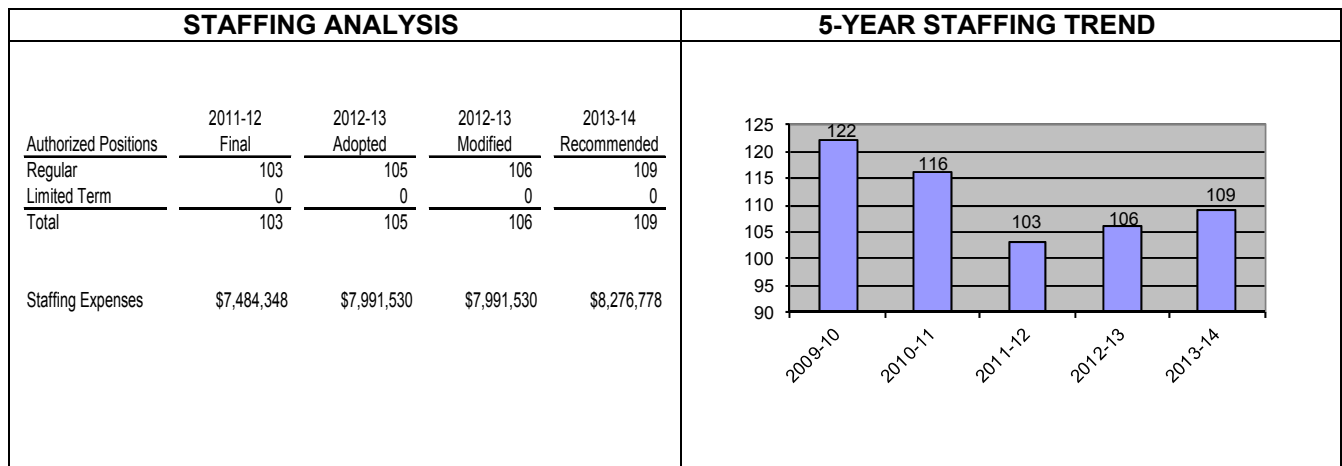
#### Budget at a Glance

Total Requirements	\$13,258,458
Total Sources	\$12,905,399
Net County Cost	\$353,059
Total Staff	109
Funded by Net County Cost	2%

### 2013-14 RECOMMENDED BUDGET



### BUDGETED STAFFING



**ANALYSIS OF 2013-14 RECOMMENDED BUDGET**

GROUP: Operations and Community Services  
 DEPARTMENT: Real Estate Services - Facilities Management Division  
 FUND: General

BUDGET UNIT: AAA FMD  
 FUNCTION: General  
 ACTIVITY: Property Management

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Modified Budget	2013-14 Recommended Budget	Change From 2012-13 Modified Budget
<b>Requirements</b>							
Staffing Expenses	7,924,141	7,833,413	7,483,123	7,823,229	7,991,530	8,276,778	285,248
Operating Expenses	6,852,257	9,993,926	7,068,796	8,129,517	8,408,176	8,261,705	(146,471)
Capital Expenditures	35,618	20,562	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	14,812,016	17,847,901	14,551,919	15,952,746	16,399,706	16,538,483	138,777
Reimbursements	(3,621,389)	(3,170,178)	(2,766,254)	(2,988,649)	(3,131,482)	(3,280,025)	(148,543)
Total Appropriation	11,190,627	14,677,723	11,785,665	12,964,097	13,268,224	13,258,458	(9,766)
Operating Transfers Out	0	0	0	4,095	0	0	0
Total Requirements	11,190,627	14,677,723	11,785,665	12,968,192	13,268,224	13,258,458	(9,766)
<b>Sources</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	22,564	621,004	1,150,694	1,079,483	1,034,433	(45,050)
Fee/Rate	3,369,583	14,599,529	11,637,129	11,210,286	11,243,489	11,495,966	252,477
Other Revenue	20	6,517	8,421	985,763	945,252	375,000	(570,252)
Total Revenue	3,369,603	14,628,610	12,266,554	13,346,743	13,268,224	12,905,399	(362,825)
Operating Transfers In	0	10,471	(10,471)	0	0	0	0
Total Sources	3,369,603	14,639,081	12,256,083	13,346,743	13,268,224	12,905,399	(362,825)
Net County Cost	7,821,024	38,642	(470,418)	(378,551)	0	353,059	353,059
Budgeted Staffing					106	109	3

**MAJOR EXPENDITURES AND REVENUE IN 2013-14 RECOMMENDED BUDGET**

Staffing expenses of \$8.3 million constitute approximately one-half of FMD's expenditures. Operating expenses of \$8.3 million constitute the other one half and fund contracts for grounds, maintenance and custodial services; materials for repairs and maintenance of county facilities and equipment; and vehicles, tools, supplies, systems development charges, overhead and administrative costs. Reimbursements of \$3.3 million and sources of \$12.9 million offset these costs by billing County departments, the Administrative Office of the Courts, and local courts for services provided.

**BUDGET CHANGES AND OPERATIONAL IMPACT**

An increase of \$285,248 in staffing expense for 2013-14 is due primarily to the addition of three full-time positions to maintain additional office building space added during 2012-13. While some costs for maintenance services have increased as a result of contracting out additional services for boilers, and heating, ventilation and air conditioning (HVAC) controls, there is an overall decrease in services and supplies of \$146,471 attributed to anticipated decline in requisition work for County departments. Reimbursements increased \$148,543 as a result of the overall increase in allocation of administrative overhead.

Sources are decreasing \$362,825 primarily due to County departments not requesting work outside of basic services from Facilities Management.

In 2013-14, discretionary general funding (net county cost) of \$353,059 is budgeted to mitigate Information Services Department (ISD) charges for the creation, maintenance and support of a new financial billing system. The costs for the billing system are reflected in an increase to Central Services.

**STAFFING CHANGES AND OPERATIONAL IMPACT**

Staffing expenses of \$8.3 million fund 109 positions including the addition of 3 full-time positions: 1 Facilities Management Dispatcher, 1 Air Conditioning Mechanic, and 1 General Maintenance Mechanic for maintenance services to address increased workload.



**2013-14 POSITION SUMMARY**

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	9	0	9	8	1	0	9
Maintenance	57	0	57	52	2	3	57
Custodial	39	0	39	39	0	0	39
Grounds	4	0	4	4	0	0	4
Total	109	0	109	103	3	3	109

Administration	Maintenance	Custodial
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Assistant Director	1 Building Services Superintendent	1 Custodial Services Chief
2 Staff Analyst II	5 Maintenance Supervisor	4 Supervising Custodian
1 Secretary II	8 Air Conditioning Mechanic	1 Custodian II
2 Parts Specialist	8 Building Plant Operator	32 Custodian I
2 Fiscal Specialist	1 Facilities Mgmt Project Scheduler	1 General Services Worker II
1 Office Assistant II	5 Electrician	39 Total
9 Total	3 Plumber	
	18 General Maintenance Mechanic	
	1 Locksmith	
	2 Facilities Management Dispatcher	
	3 General Maintenance Worker	
	2 General Services Worker II	
	57 Total	
<b>Grounds</b>		
<u>Classification</u>		
1 Grounds Services Superintendent		
1 Supervising Grounds Caretaker		
1 Sprinkler System Worker		
1 General Maintenance Worker		
4 Total		

